



Refund Policy

- **Facilities/Shelters/Fields** – JCC Parks and Recreation will grant a refund for shelters/facilities/fields that are canceled seven days prior to reservation date. A ten percent processing fee will be assessed.
- **Class/Trip** – To receive a refund/credit voucher, a request form must be submitted seven days prior to the class start date. They can be faxed to 259-5420. All refunds/credit voucher requests will be assessed a \$5 administrative fee. Pre-purchased goods are non-refundable. Documentation will be required for requests due to illness, injury, relocation, or family emergency made after the deadline.
- **Passes** – The Department will grant a refund for illness, injury, family emergency or relocation (over 35 miles) minus a 10 percent processing fee. Passes will be prorated from date of purchase. Documentation is required. Freezing may be allowed at the discretion of the Center Administrator and will only be done for medical reasons or leaving the area for more than 30 days with required proper documentations. Passes must have been active for a minimum of 30 days before freezing.
- **REC Connect Before/After School and Summer Camps** – A credit voucher, not a refund, will be issued if there is a change of payment status or no services were rendered due to injury, illness, or family emergency. The Before and After School is a flat fee rate program – a credit voucher will only be issued if a child misses the full week. Documentation will be required. A \$5 administrative fee will be charged. A credit form must be filled out within seven days (hand-stamped or postmarked). A refund will only be given for relocation over 35 miles.

Annual Activity Waiver

Covers the entire family.

- Only needs to be completed and signed once a year.
- Once your household's waiver is on file, you can call in or register online for available activities. Registration forms are required for all walk-in business in addition to Before/After School and Total REC Camp Classes.
- The waiver is available at all Parks and Recreation locations, Satellite Services, as well as downloadable from our website. The Annual Activity Waiver allows you to list everyone in your household on one easy form. Dependents 18 and older will be required to complete a separate form. Bring your completed waiver and photo identification to any of our sites for processing. Once your waiver is on file, you can register for activities by telephone, fax, on the web or in person. A signed waiver also permits JCC Parks and Recreation to take photographic images of adults and children participating in Department programs for promotional uses.

Nondiscrimination/Inclusion Statement

The JCC Department of Parks and Recreation provides leisure opportunities and recreation programs which are open and accessible to all County citizens regardless of sex, religion, socioeconomic status, and/or level of physical or mental ability. Persons with disabilities are encouraged to recreate with their peers by taking any class listed in this brochure; see page 7 for details.

Discount Policy

All JCC and Williamsburg residents may apply for a discount on programs, activities and Center access passes. Residents wishing to apply for the discount will be required to complete our Discount Application form and provide proof of income annually. Income eligibility information and Discount Application forms are available at any JCC Parks and Recreation facility. For more information, call 259-5414.

Location Key

BMS	Berkeley Middle School, 1118 Ironbound Rd.
CBB	Clara Byrd Baker Elementary, 3131 Ironbound Rd.
CRP	Chickahominy Riverfront Park, 1350 John Tyler Hwy.
CVC	Community Video Center, 1114 Ironbound Rd.
DJM	DJ Montague Elementary, 5380 Centerville Rd.
FP	Freedom Park, 5537 Centerville Rd.
GST	Greensprings Interpretive Trail, 3751 John Tyler Highway
JBB	J. Blaine Blayton Elementary School, 800 Jolly Pond Rd.
JCWCC	James City/Williamsburg Community Center, 5301 Longhill Rd.
JHS	Jamestown High School, 3751 John Tyler Hwy.
JR	James River Elementary School, 8901 Pocahontas Trail
JRCC	James River Community Center, 8901 Pocahontas Trail
LCRP	Little Creek Reservoir Park, 180 Lakeview Rd.
MES	Matoaka Elementary, 4001 Brick Bat Rd.
MW	Matthew Whaley Elementary, 301 Scotland St.
NES	Norge Elementary, 7311 Richmond Rd.
RB	Rawls Byrd Elementary, 112 Laurel Lane
Satellite	Services Office, 3127 Forge Rd., Toano
SES	Stonehouse Elementary School, 3651 Rochambeau Rd.
SHS	Stonehouse Stables, 2116-A Forge Rd.
SWRMC	Sentara Williamsburg Regional Medical Center, 5301 Longhill Rd.
TMS	Toano Middle School, 7817 Richmond Rd.
UCP	Upper County Park, 180 Leisure Rd., Toano
WL	Williamsburg Library, 515 Scotland St.
WNGC	Williamsburg National Golf Course, 3700 Centerville Road
WSC	Warhill Sports Complex, 5700 Warhill Trail



Parks and Recreation Discount Program Application

5300 Palmer Lane, Suite 1A, Williamsburg, VA 23188

Phone: (757) 259-5414 Fax: (757) 259-5420 ddurling@james-city.va.us FY12

Please note: We will accept ONE application per household. A household includes all the persons who occupy a housing unit in which the occupants live and eat together as a single housekeeping unit. The occupants may be a single family, one person living alone, two or more families living together, or any other group of related or unrelated persons who share living expenses.

Important! This application will not be processed without the following proper documentation:

1. Copies of all household members last paycheck stub from current or most recent employer.
2. Copies of all adults' most recent US Individual Federal Income Tax return (ex. 1040); W-2 forms will not be accepted.
3. Copies of most recent Child Support, Alimony, Social Security, and Retirement Income.
4. Proof of public assistance if applicable: Food Stamps/ TANF.

Applicant Name _____
Street Address _____ City _____ State VA Zip _____
Mailing Address _____ City _____ State VA Zip _____
Home Phone (____) _____ Business Phone (____) _____
Drivers License# _____ Email Address _____

Please list ALL adults and children living at the same residence, including yourself:

Name	Grade	Age	Sex	Date of Birth	Relationship to Applicant	Program Requesting Assistance for
1.						
2.						
3.						
4.						

Social Services Representative: _____

Social Services Effective Date: _____ Expiration Date: _____

Type of Income	Amount	Frequency
Wages/ Salaries	\$ _____	_____
Social Security	\$ _____	_____
Food Stamps	\$ _____	_____
Unemployment	\$ _____	_____
Child Support/ Alimony	\$ _____	_____
Pension/Retirement	\$ _____	_____
Other	\$ _____	_____
TOTAL EARNED INCOME BEFORE TAXES	\$ _____	_____

Unusual circumstances that would affect eligibility, (i.e., loss of job, illness, change in marital status). (Please briefly explain.):

Please take a moment to complete this survey. Where did you receive this application?

- ☐ Free Lunch Program ☐ Before/After School Program ☐ Williamsburg Indoor Sports Complex (WISC) ☐ Brochure
☐ Social Services ☐ James River Community Center ☐ James City/Williamsburg Community Center ☐ Other: _____

OVER! Please be sure to complete front AND back of application, clip out and return.

Discount Program Agreement

Your signature on this Discount Program Application form is an agreement that the parent/guardian/participant will pay the required reduced amount for the program before the program begins.

The Discount Program Application must be completed for consideration. All required verification of income and information lines must be filled in completely and accurately. Applications that are submitted without proper documentation will become void after two weeks. Discounts will be given upon notification (email or mail) of approval of application.

Verification of income is required on a yearly basis, unless otherwise stated; and must include a photocopy of the most recent Federal Income Tax return (no W-2 forms; see list of required documentation on the front of this application). A new application must be submitted before your expiration date.

The Parks and Recreation Finance Office established discounts using U.S. Department of Health and Human Services income eligibility guidelines. The income guidelines are reviewed and updated on an annual basis. Each application is reviewed on its own merit and approved or denied based on information provided.

Those receiving services from Social Services must first submit the completed application to Parks and Recreation Finance Office. Finance Office will send Social Services the completed application for stamp verification and signature. After Social Services has verified and signed the application, it will be returned to Parks and Recreation Finance Office for review. Your signature is an agreement that Social Services may disclose information to the Parks and Recreation Finance Office for determination of discount.

Application process may take 10-14 business days after receipt of all information.

Please note that the applicant is responsible for obtaining any photocopies required to accompany this application. Our office is not responsible for original documents submitted with application.

Applications may be mailed to the address on the front of this application or dropped off at either of the community centers.

I affirm to the best of my knowledge, that the information I have submitted to determine my discount, is true and complete. I understand that I must fully disclose all income in the household. I understand that there are legal penalties for fraudulent information or lack of information. I agree to provide income documentation as requested. Discounts are on a sliding scale based on income. I understand this Discount Program is short term only. I may be subject to a review for eligibility once a year, twice a year, quarterly or monthly.

You will receive notification of approval by email. If you have not provided an email address on this application you will receive notification by mail.

Departmental Use Only

Date Received: _____

Date Reviewed: _____

Reviewer: _____

All documentation received: ☐ Yes ☐ No

Approved by: _____

Date Approved: _____

Discount Percentage: _____ %

Re-evaluate every: 12 6 3 1

Next evaluation due: _____

Disapproved by: _____

Reason:

Application # _____

Discount due to:

<input type="checkbox"/>	Long-Term Illness	<input type="checkbox"/>	OldeTowne Medical Center
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Department of Social Services
<input type="checkbox"/>	Special Circumstances	<input type="checkbox"/>	Other

Applicant's Signature

Date

Registration Policy

Classes fill up quickly! To register for any class you must have an annual activity waiver on file. If class/activity is cancelled, you will be notified by phone. You may transfer to another class or request a credit voucher. Allow four weeks to receive your refund.

Registration confirmation will not be sent by mail. Please assume you are in the class unless otherwise notified. If minimum enrollment is not reached one week prior to starting date, the class will be cancelled. If class/activity has not reached maximum, registration will be accepted up to the start of the second class period unless otherwise noted.

4 Ways to Register

1 ONLINE REGISTRATION

jccEgov.com/recreation, under "Recreation Links." To register online you'll need your household number, password, class numbers from the Parks and Recreation brochure and a credit card. To obtain your household ID number and password just visit or call the



3 PHONE IN/FAX IN

Phone-in credit card processing is available by calling 887-5810, on weekdays between 4-8pm. On weekends, call 259-4200 between 1-5pm. It is recommended that registrations by FAX (JCWCC 259-4199 or JRCC 887-1652) be sent during the hours listed under walk-in procedures.



2 MAIL-IN

Make checks payable to JCC Treasurer and mail to:

James City/Williamsburg
Community Center
5301 Longhill Road
Williamsburg, VA 23188



4 WALK-IN

JCWCC, 5301 Longhill Road
Monday-Thursday 6am-9pm
Friday 6am-8pm
Saturday 9am-6pm
Sunday 1-6pm

JRCC, 8901 Pocahontas Trail
Monday-Thursday 4-9pm
Friday 4-8pm
Saturday and Sunday closed

Satellite Services Office in Toano,
3127 Forge Road
Monday-Friday 8am-5pm

Freedom Park Interpretive Center
5537 Centerville Road
Monday-Friday 10am-5pm
Saturday and Sunday 9am-5pm

Registration



Registration Form (Payment must accompany registration form.)



Household Name _____
Mailing Address (check if new) ☐ _____
Home Phone _____ Work Phone _____
E-mail Address _____

James City/Williamsburg Community Center
5301 Longhill Road
Williamsburg, VA 23188
259-4200 Fax: 259-4199

ADA Accommodations Needed ☐ (Register at least 3-weeks before the activity date).

Residency: ☐ JCC ☐ Williamsburg ☐ York ☐ Other

Participant Name	Class Title	Class Activity #	Location Code (see Location Key)	Fee

Payment Type: ☐ Cash ☐ Check ☐ Charge

I authorize James City County to charge: ☐ MasterCard ☐ American Express ☐ VISA Card Number _____

Card Holder Name (please print) _____

Expiration Date _____ Card Holder Signature _____

Total _____

See refund policy and registration information in this activity brochure.

FOR STAFF USE ONLY: Waiver Expiration Date _____ CSA Initials _____

Participants in JCC Parks and Recreation programs may be photographed for promotional purposes.